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November 17, 2003

To: CBA Home and Community Support Services (HCSS) Agencies
Primary Home Care Agencies

Subject: Long Term Care (LTC)
Information Letter No. 03-41
January 2004: Expedited Payments

Information Letter No. 03-40 titled "Update: Transition of Texas Medicaid and Healthcare Partnership effective January 1, 2004", informed provider agencies that a new contractor, Texas Medicaid and Healthcare Partnership (TMHP), would be replacing the National Heritage Insurance Company (NHIC) effective January 1, 2004. The letter further stated that due to the transition there would be some down time in claims processing and transaction inquiries.

The purpose of this letter is to inform provider agencies that, due to this down time, January 2004 expedited payments will be processed (by NHIC) at an earlier date in December 2003. Expedited payments will be processed on December 25, 2003 instead of the last day of the month (December 31, 2003). To ensure that provider agencies receive their expedited payments, agencies enrolled in the expedited payment process must:

- submit the expedited payment claim to NHIC by no later than December 20, 2003; and
- reconcile the December 2003 expedited payment by no later than December 22, 2003.

Failure to submit and/or reconcile the December expedited payment by these timeframes will result in the denial of the January expedited payment.

Provider agencies should always monitor the status of their expedited payment to ensure that previous expedited payments are liquidated by the time the ceiling is set for the next month and that no retroactive adjustments resulted in negative amounts which will cause the payment to be denied.

If you have any questions about this information letter, please contact your regional contract manager or CMS Coordinator.

Sincerely,

Signature on file

Marilyn Eaton
Lead Director
Long Term Care Services

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